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John Bel Edwards, Governor Shawn D. Wilson, Ph.D., Secretary

April 18, 2022

Louisiana Ethics Administration Program P.O. Box 4368 Baton Rouge, LA 70821

Fax: 225-381-7271

Re:

La. R.S. 42:1112 and La. R.S. 42:1119 Disqualification Plan Louisiana Department of Transportation and Development

Highway Foreman 1 Position – District 05

Dear Louisiana Ethics Administration Program:

Preston Brock is a Mobile Equipment Operator 1/Heavy within the Louisiana Department of Transportation and Development's ("DOTD") District 05, located in Monroe, Louisiana. Preston Brock's DOTD hire date is December 18, 2017. Preston Brock applied for the position of Highway Foreman 1 within DOTD's District 05, Unit 570. Preston Brock meets the qualifications for the Highway Foreman 1 position and DOTD would like to hire Preston Brock.

Preston Brock's wife, Kimberly Brock, is an Engineer Technician 2 within DOTD's District 05, Unit 255. Kimberly Brock's DOTD hire date is November 30, 2020. Among Kimberly Brock's duties are timekeeping for Units 255 and 570 within District 05.²

To avoid a violation of La. R.S. 42:1112 or La. R.S. 42:1119, DOTD is requesting approval of the following disqualification plans for Kimberly Brock and Preston Brock:

Kimberly Brock

Kimberly Brock shall not participate in any transaction or appointing authority duties involving her husband, Preston Brock, including, but not limited to, approving leave, signing performance evaluation documents, and recommending hiring/promotions. Kimberly Brock shall not perform any functional supervision of Preston Brock at any time. Functional supervision includes, but is not limited to, determining work assignments, training, reviewing work, and approving work. Although Kimberly Brock performs timekeeping duties for Units 255 and 570 within DOTD's District 05, Kimberly Brock will not perform any timekeeping for Preston Brock at any time.

¹ Please see the attached job description for the Highway Foreman 1 position.

² Please see the attached job description for the Engineer Technician 2 position.

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Preston Brock

If hired to fill the Highway Foreman 1 vacancy, Preston Brock shall not participate in any transaction or appointing authority duties involving his wife, Kimberly Brock, including, but not limited to, approving leave, signing performance evaluation documents, and recommending hiring/promotions. Additionally, Preston Brock shall not perform any functional supervision of Kimberly Brock at any time. Functional supervision includes, but is not limited to, determining work assignments, training, reviewing work, and approving work.

If selected, Preston Brock's immediate supervisor will be Lonnie Green, Parish Highway Maintenance Superintendent; DOTD Engineering Technician 5, Polly Smith, will perform timekeeping for Preston Brock.

Agenda Placement Request

The Highway Foreman 1 position within DOTD's District 05 has been vacant for quite some time and DOTD desires to fill the vacancy as soon as possible. For this reason, DOTD is requesting a waiver of the March 24, 2022, deadline for submission of this item for placement on the Ethics Board's May 6, 2022, meeting agenda.

For your review, I am enclosing organizational charts. Please contact me at (225) 379-1022 if you need any additional information for consideration and approval.

Sincerely, I'f I'fly the

Sanettria "Sam" Glasper Pleasant Attorney Supervisor – Ethics Liaison

Sanettria.pleasant2@la.gov

Enclosures (6)

	Job Spec Banner						
							300

128940

HIGHWAY FOREMAN 1

WS215 \$37,398 - \$67,080 Creation Date: 06/29/1987 Change Date: 01/30/2014

FUNCTION OF WORK:

To provide supervision, guidance, logistical support, and limited administration to a group of maintenance personnel maintaining roads, drainage, and bridges within a parish.

LEVEL OF WORK:

Supervisor.

SUPERVISION RECEIVED:

Broad review from a Parish Highway Maintenance Superintendent or other maintenance supervisor of higher grade.

SUPERVISION EXERCISED:

Direct line over all parish level Mobile Equipment Operators, Helpers, and Laborers.

LOCATION OF WORK:

Department of Transportation and Development, parish/district wide.

JOB DISTINCTIONS:

Differs from Parish Highway Maintenance Superintendent by lack of responsibility for management of all parish highway maintenance activities.

Differs from other maintenance supervisory jobs by its involvement in and responsibility for highway and road maintenance on the parish level.

Differs from Highway Foreman 2 by its lack of supervision over large groups of personnel performing specialized highway maintenance work (bridge construction, highway marking, striping, truss erection, etc.), district or statewide.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Supervises a crew engaged in repairing and maintaining bridges in an assigned area.

Supervises and directs the activities of a large road and striping crew engaged in applying center

line and no passing strips on state highways.

Supervises all fleet operations in an assigned area.

Inspects and supervises the maintenance and repair of levees in a large assigned area.

Instructs subordinate leaders daily as to the site and nature of work.

Plans and supervises the work at a large nursery.

Responsible for the maintenance of buildings, grounds, roads, reservoirs, equipment and pumps.

Supervises all lifting, grading, packing and shipping operations.

Inspects and supervises maintenance and repair of wharfs, sheds, roadways, ramps, and other members of a port involving building new roofs, installing built up roofing; laying new decking; demolishing old structures; building levees; acting as inspector on contract construction or maintenance projects; pouring concrete; placing reinforcing steel; chipping, brushing and scraping, and painting steel under wharfs.

Prepares reports covering such items as equipment and materials used and job costs.

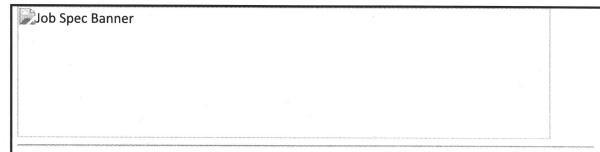
QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

Four years of experience in the construction, maintenance or repair of roads, bridges, levees, drainage facilities, wharfs, buildings, or grounds; OR the operation of heavy mobile equipment, industrial machinery, construction or maintenance equipment; OR the maintenance of heavy mobile equipment, industrial machinery, construction or maintenance equipment.

NOTE:

A combination of experience in the various fields will be accepted.



161010

ENGINEERING TECHNICIAN 2 TS304 \$27,914 - \$48,922

Creation Date: 06/20/1996 Change Date: 09/28/2017

FUNCTION OF WORK:

To perform a variety of basic sub professional engineering tasks as defined in the Examples Of Work Section.

LEVEL OF WORK:

Entry.

SUPERVISION RECEIVED:

Close from an Engineering Technician 5, 6, 7, a professional engineer or manager of the agency served.

SUPERVISION EXERCISED:

None.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Engineering Technician 1 by the presence of more varied tasks and application of basic knowledge/skills acquired through experience or training.

Differs from Engineering Technician 3 by the continued focus on training and level of supervision received.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

BRIDGE DESIGN:

Develops straightforward details of basic bridge components requiring limited knowledge of bridge structures. Completes routine engineering documentation with close guidance from higher-level technicians.

Increases overall drafting knowledge and applies skills to moderately difficult math calculations and bridge plans.

CONTRACT SERVICES:

Reviews letter-size construction plans and/or off-system bridge construction plans and prepares draft bid documents.

Assists in the distribution of construction proposals and plans to prospective bidders by taking orders for such information and working with higher-level technicians in the Works Program to determine license requirements.

Assists with the maintenance of TOPS (Tracking of Projects System) by verifying that information on TOPS is consistent with the information on the contract, proposal, and plan title sheets.

Assists higher-level technicians with assigning project numbers on state funded projects; learns coding and how to assign federally funded project numbers.

Assists higher-level technicians in the preparation of construction proposals by entering and revising data in BIDS. Opens and maintains a record of received construction plans using the work unit's computerized database.

DATA COLLECTION AND ANALYSIS:

Collects and extracts short session traffic volume and vehicle classification field data at permanent sites. Develops a daily work plan to install and remove the recorders from assigned monitoring sites and maintains complete and accurate records of work done and data collected.

Digitizes and creates transportation-related features using field collected data, aerial and satellite imagery and other GIS data sets. Performs accuracy and quality control of data and edits data to produce various maps and graphic products.

DISTRICTS:

Inspects and/or gathers samples of drainage structures, Earthwork, base course, asphaltic concrete, PCC and other construction materials. Checks construction work for progress on contract plans and specifications. Completes all paperwork necessary for sampling and testing.

Increases familiarity and knowledge of Department procedures, policies, standards and specifications in order to process construction-related documents such as partial and final estimates; assists higher-level technicians in a Project Engineer's office engaged in these tasks.

Assists more senior technicians in conducting bridge inspections; performs simple mathematical computations and measurements.

Measures and computes simple areas of volumes for estimates of pay quantities. Prepares daily work diaries or field book entries.

Drafts plan sheets, calculates quantities and inputs information into BIDS program. Plots and drafts engineering/surveying drawings using personal computer and drafting software. Calculates quantities as needed to complete drawings.

Serves as rod-person/prism person in land survey crew. Serves as level instrument man and total station/data collector operator in survey crew. Loads/unloads, cleans and maintains survey equipment. Reduces, calculates and processes survey data.

Conducts traffic counts, speed studies and general data collection; compiles and presents data in a workable format.

Assists with entering data in an automated computer system and maintaining laboratory sample tracking systems. Learns basic technical terminology on the sampling of construction and maintenance materials, and operation of a profilograph; develops computer software and writing skills. Assists with interpretation of profilograph data to determine ride ability of construction projects.

Assists with data collection and compiling information necessary for a District Laboratory Engineer to recommend design considerations on district construction projects.

LOCATION AND SURVEY:

Interprets aerial photographs by using stereoscope and stero-meter to perform compilations and extract data.

Calculates actual scale and altitude of aerial photography.

Reviews designs, cross-sections, survey plots, final ink drawings, and computer drawings for compliance with standards.

Learns how to use the total station and prism pole.

MAINTENANCE:

Uses basic computer skills in the processing of bridge reports from District Headquarters.

Uses the inventory and inspection database system for the in-service bridges on and off the state system.

MANAGEMENT SYSTEMS:

Reviews condition and inventory data of pavements and bridges; reports problems to lead worker.

Maintains database files to summarize data reviews and delivers quality reports on data collection to the lead worker.

MATERIALS TESTING:

Prepares samples and performs routine testing to determine material properties such as compressive strengths, tensile strengths, absorption, unit weights, viscosities, moisture contents, etc. on materials for quality assurance and source approvals.

Reviews sample identification forms that accompany samples for adequacy and completeness.

Performs basic tasks such as sample extraction, installing casing, attaching and breakdown of drill systems, and slurry preparation for sealing boreholes.

Assists higher-level technicians in setting up equipment for drilling and in-situ testing.

Perform standard calibration procedures on nuclear density gauges, tensile and compression

test equipment, laboratory scales and balances, pavement smoothness measurement devices and other testing equipment to assure compliance with state and national standards.

Analyzes test data for completeness prior to entry into automated testing system.

PUBLIC WORKS AND WATER RESOURCES:

Assists in preparing Advisory Permit responses to government agencies that grant permits.

Prepares correspondence from the Water Resources Permit Advisory Unit for mailing.

Assists in maintaining Permit Records by means of manual filing and Automated Document Management.

Assists with water dam safety inspections, well registration, licensing forms, and data collection/input. Assists in the review of requests for right-of-way submitted by the U.S. Army Corps of Engineers.

RESEARCH:

Performs more complicated engineering research tests in area of expertise under direct supervision of lead worker/engineer supervisor team to support specific research tasks and studies.

ROAD DESIGN:

Develops routine details of basic road plans with limited knowledge. Completes routine engineering documentation with close guidance from senior technicians.

Increases overall drafting knowledge and applies skills to moderately difficult math calculations and road plans.

TRAFFIC ENGINEERING AND SERVICES:

Uses CADD software to create drawings; plots and drafts engineering/surveying drawings using personal computer and drafting software.

Conducts traffic counts, speed studies and general data collection; compiles and presents data in a workable format.

Performs basic testing procedures and operation of testing equipment for quality assurance testing of construction and maintenance materials such as sign sheeting and pavement markings. Performs sampling procedures for testing traffic marking and sign sheeting materials.

TRANSPORTATION PLANNING AND SAFETY:

Prepares computerized Crash Data Reports requested from DOTD engineers, technicians, attorneys, Federal Highway Administration officials and/or other state agencies.

Reviews Police Crash reports sent to DOTD and marks the reports for the location of the crash.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED plus one year of sub-professional engineering experience.

SUBSTITUTIONS:

Six months of experience in sub-professional engineering, heavy mobile equipment operation, or mobile equipment maintenance will substitute for the high school diploma or GED.

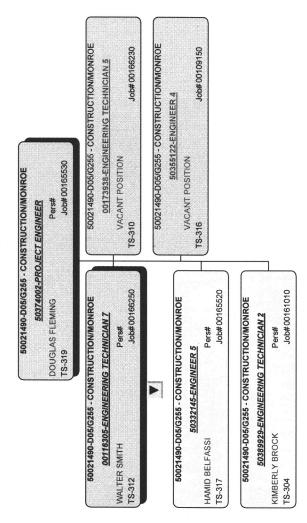
College training will substitute for the required experience on the basis of thirty semester hours for one year of experience provided that six semester hours of each thirty are in one of these specialized fields: architecture, cartography, chemistry, construction management, construction technology, drafting, engineering, engineering graphics, engineering technology, geography, geology, industrial technology, landscape architecture, math, or physics. All specialized course work credited must be in the same specialized field. A combination of course work from different fields will not be accepted.

Full-time training in sub-professional engineering from a trade school or technical institute will substitute for the required experience on a month for month basis.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

50021490-D05/G255-CONSTRUCTION/MONROE



50021501-D05/G570-MAINTENANCE/M ONROE

50021501-D05/G570-MAINTENANCE/MONROE
00010667-HIGHWAY FOREMAN 1

X VACANT POSITION
WS-215
Job# 00128940

50021501-D05/G570-MAINTENANCE/MONROE 00008475-MOBILE EQUIP OPER 1/HEAVY

50021501-D05/G570-MAINTENANCE/MONROE

00010592-MOBILE EQUIP OPERATOR 1

CLIFTON FOUNTAIN

WS-209

CHARLIE BUCHANAN Jr Pers#

Pers# Job#00102860

WS-213

Job# 00103460

50021501-D05/G570-MAINTENANCE/MONROE

50021501-D05/G570-MAINTENANCE/MONROE

<u>00011308-MOBILE EQUIP OPER 1/HEAVY</u>
JOSE SALDANA Pers#
WS-213

50021501-D05/G570-MAINTENANCE/MONROE 00114259-MOBILE EQUIP OPER 1/HEAVY

JOSEPH WASHINGTON WS-213

<u>00012893-MOBILE EQUIP OPER 1/HEAVY</u>
LANCE MELTON Pers#
WS-213 Job# 00102860

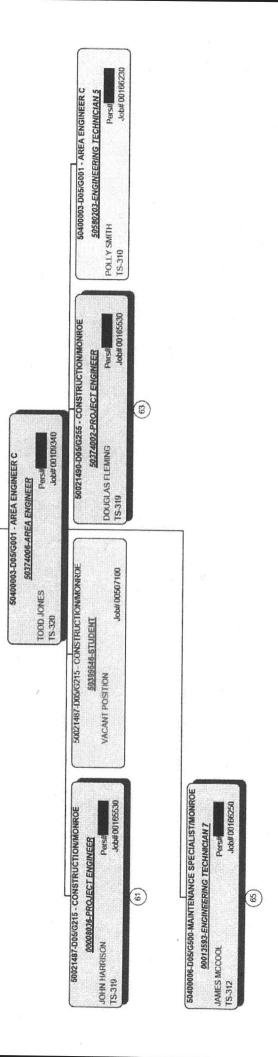
50021501-D05/G570-MAINTENANCE/MONROE
50382604-MOBILE EQUIP OPER 1/HEAVY
ZACHARY SMITH
Pers#

Pers# Job# 00102860

WS-213

Job# 00102860

50400003-D05/G001 - AREA ENGINEER C



50021501-D05/G570-MAINTENANCE/M ONROE

